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TO: Directors of Personnel

FROM: Clinton Smith
Executive Vice-Chairman

SUBJECT: First and Second Quarters, FY-78 Status Report on
IAG Committee Activity

Attached for your information is a summary status report of IAG Committee activity and progress toward FY 1978 goals and objectives from the beginning of this fiscal year to the end of the second quarter.

Attachment

STATUS REPORT OF IAG COMMITTEE GOALS AND OBJECTIVES - FY-78

Following is an overview of IAG Committee activity and progress toward FY-78 goals and objectives (as of March 31, 1978). A full and detailed summary report will be provided at the end of this fiscal year.

-- IAG Committee on Adverse Actions and Appeals

The Committee reports meetings have been held on a regular basis, despite some necessary last minute postponements and reschedulings. Some of the items of major interest discussed with the group have been: an administrative procedure for handling complaints of discrimination because of handicap; the Commission's determination that current and continued use of controlled substances, i.e., marijuana and other drugs, is not controlling in making determinations of suitability for Federal employment; CSC's proposals for reorganization and legislative change; and aspects of the Special Emphasis Program proposals.

The Committee provided useful reactions and suggestions on several questions and projects during this period: questions concerning an employee's duty status during the notice period of a proposed adverse action; problems caused by a supervisor's representation of an employee within his or her activity; and the possible appeal rights for an appellant conditionally restored to duty against whom further adverse action has been taken.

Members have continued to provide their expertise and experience for various sections of the Bureau of Training adverse actions course. One member also noted that the CSC will incorporate in draft legislation his agency's suggestion that the use of up to 45 days of administrative leave be allowed where an employee of a law enforcement agency was under investigation for misconduct, and reassignment to other duties was not possible.

-- IAG Committee on Development and Training

The FY-78 objectives of the IAG Committee on Development and Training are year-long, on-going objectives with completion expected by the fourth quarter.

During the first two quarters of this fiscal year, the Committee met three times (December - January - March). A major information and discussion topic at each meeting was the progress of the Federal Personnel Management Project, the proposed reorganization of the CSC and the proposed legislation resulting from the Personnel Management Project.

In November 1977 Richard Stearns, Chief, Employee Development and Awards Division, Department of Commerce replaced Dr. Charles Fotis, Director, Training and Career Development, Department of Defense as chairperson of the Steering Committee of the IAG Committee on Development and Training. Dr. Fotis was presented with a certificate for outstanding contribution to the Committee (1971 - 1977).

"Professionalism" continues to be highlighted at each meeting through a series of presentations by professional associations. Presentations during the first two quarters included:

- Training Officers Conference
- National Society for Performance and Instruction
- American Society for Training and Development - 7th International Training and Development Conference

This effort will continue for the remainder of the year.

-- IAG Committee on Equal Employment Opportunity

The Subcommittee on Discrimination Complaints did not meet during the first half of FY-78. Activity on FY-78 objectives has been limited since proposed revisions to Part 713 are still under consideration. The Office of Federal Equal Employment Opportunity reports it will expedite action on FY-78 objectives once discussion of proposed regulatory options has been concluded and necessary policy determinations are translated into revisions of Part 713.

The following summarizes activity on this committee's FY-78 objectives.

- Study methods to insure more timely processing of complaints.

No change. A major consideration in revising Part 713 is to simplify and expedite the processing of discrimination complaints. Revised regulations will undoubtedly prompt renewed efforts in this regard.

- Study ways to provide adequate training for EEO Counselors and EEO Investigators to meet certification requirements.

No change. An effort will be made to develop and complete the policy and procedures for uniform training and certification of EEO Counselors and Investigators. The subcommittee workgroup and Office of Federal Equal Employment Opportunity staff will develop modules for training, which will be revised as necessary to be consistent with revisions to Part 713.

- Develop Handbook for EEO Officers.

No change. Draft completed and awaiting approval and issuance of revised regulations.

- Develop and apply guidelines for establishing realistic Upward Mobility goals.

The Upward Mobility subcommittee convened during the first quarter for the purpose of assessing current Upward Mobility guidelines and to provide recommendations to the Personnel Management Project Task Force. Subsequent

to this meeting, committee members provided written comments to the Task Force in response to questions covering overall program improvement. In January 1978, subcommittee members were polled for responses to the survey of Upward Mobility methodologies conducted by the Office of Federal Equal Employment Opportunity. A summary of findings was published in the EEO Spotlight for February 1978 and a complete report is being prepared for distribution to Upward Mobility Coordinators.

- Clarify affirmative action policy and directives.

The Affirmative Action subcommittee did not meet during the first half of FY-78. However, comments from agency Directors of EEO were solicited by the Civil Rights Reorganization Task Force, and CSC with respect to the Special Emphasis Program.

-- IAG Committee on Executive Personnel

This Committee held an emergency meeting February 8, 1978, on the Civil Service Commission's legislative proposals. The members of the Committee were briefed on the Senior Executive Service by Sally H. Greenberg. There was great interest in the subject, and the members asked many questions. There was no discussion and the Committee made no recommendations concerning the proposals.

There were developments in two other topics of concern to the Committee: the announcement of the 1978 Federal Executive Development Program (FEDP-IV) was mailed to agencies December 27, 1977, and the mass distribution of FPM Supplement 305-1 to all users was made in February.

-- IAG Committee on Federal Personnel Management Information Systems

During this reporting period, the Committee met as a whole twice. The following reflects a summary of activities of the four subcommittees of the FPMIS Committee.

- Subcommittee on Personnel Processing

- o An FPM Letter authorizing agencies to retain the OPF of former employees for a period of up to 90 days has been prepared and is being printed. The retention of the OPF for this period of time is expected to allow agencies to remove unnecessary data from the file and to ensure that the OPF contains all necessary documents before it is sent to the National Personnel Records Center, thus greatly reducing the volume of loose documents currently being sent to the Center.
- o Agency comments have been received and considered regarding the Commission's revised regulations implementing the Privacy Act. The revised regulations will shortly be sent to the Commission for approval to publish them for public comment in the Federal Register. Commission Bureau Directors,

Regional Directors, and Heads of Staff Offices have provided comments on major revisions to the Commission's notices of systems of records. These revised notices will be going out for agency comments during the next quarter. Beginning in May 1978, a new FPM Chapter 297 and Supplement 297-1 will be drafted based on the proposed revised regulations (5 CFR 297). This draft FPM Chapter and Supplement will be coordinated with appropriate CSC bureaus, and provided through the IAG for agency comment.

- o A draft revision of FPM Chapter 293 is nearing completion and will be ready for CSC and interagency coordination this next quarter. A revised comprehensive list of permanent and temporary documents that are to be retained in the OPF has been prepared and coordinated through the Commission. The establishment of these lists is essential to the revision of FPM Supplement 293-31. Agencies will be asked to comment during the next quarter.

- Subcommittee on Personnel Data Standardization

- o Data Elements, which have been identified within CSC offices and bureaus and within central management agencies as potentially needed to satisfy FPMIS requirements, have been identified for further study. They have been placed in the CSC automated Data Element Dictionary and analyzed for presentation to the Subcommittee work groups. Additional work groups will be established at the next meeting of the Subcommittee to complete this stage of development.
- o A Subcommittee meeting was held on November 2, 1977 with 53 persons (38 from Federal agencies and 15 from CSC Bureaus/Offices) in attendance. The reports of the following work groups were presented and accepted: Nature of Action/Personnel Action, Retirement and Health Insurance, and Personnel Identification. Three new work groups were established: Labor Management Relations, Classification/Compensation, and Position Management.
- o The technical review (90 days) of other proposed data standards, developed by the work groups on Organization Designation and Education/Training, has been completed. Follow-up meetings are being held at the policy-levels of CSC, OMB, GAO, Treasury, DOD and NBS on the proposed Organization Designation. The proposed Education/Training standards are being prepared for the next coordination cycle (90 days) with members of the IAG Committee on FPMIS, FPMIS Users Group and the Federal Information Processing Standards (FIPS) Points of Contact.
- o The proposed data standards developed by the work groups on Nature of Action/Personnel Action, Personnel Identification, and Retirement and Health Insurance have been transmitted to the Subcommittee for technical review (90 days). Coordination and comments are due back by April 18, 1978.

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- o The work groups on Position Management, Labor Management Relations, and Classification/Compensation (partial) have completed their efforts. The reports are being analyzed and prepared for submission to the subcommittee for acceptance and processing for technical review.
- o A change to FPM Supplement 292-1, Personnel Data Standards, has been developed to bring the Supplement up-to-date for CPDF processing.
- Subcommittee on Workforce Statistics
 - o A work group was formed for purposes of assessing the cost and collection impact of potential FPMIS reporting requirements on agencies, and initial sessions have been held in the functional areas of labor management relations and resolution processing (i.e., appeals, grievances, and adverse actions).
 - o A final draft of proposed reporting changes for the SF 113-A was furnished for formal review to member agencies of the full Committee. Comments have been received and a final package is being worked on for clearance and implementation. Target date for implementation is beginning FY-79.
- Subcommittee on Quality Assurance
 - o An updated version of the CPDF validity and relationship edits, including a number of changes and additions, and of the CPDF update procedures was completed and distributed to the IAG members during the first part of January.
 - o The identification of specific data flow problems between agencies and the Civil Service Commission and development of appropriate remedies was initiated through two actions. The first of these consisted of a memorandum, dated October 18, 1977, to all agencies participating in CPDF requesting the submission of test data whenever an agency makes any significant change to their automated system. This data will be processed on an expedited basis to provide agencies with timely feedback concerning any problems and thereby reduce considerably the instances of major input errors resulting from such changes. The second action consisted of preliminary discussions with several agencies and the subsequent development of draft functional specifications for automated error correction procedures and simplified manual corrections. This is expected to alleviate the lack of agency response to CPDF error listings by providing error tapes in a format which can be used to match against agency files, thereby simplifying the correction process.
 - o The development of a system for disseminating quality assurance procedures and techniques for use in automated personnel information systems was initiated by the completion of a draft FPM Supplement (296-32) which consolidates all existing CPDF preparation, submission, and correction instructions, and which contains comprehensive information on the current CPDF quality assurance procedures employed in the Commission. This supplement is currently in coordination with 20 agency members of the full Committee.

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-- IAG Committee on Intergovernmental Personnel Programs

The chairman reports there has been no first quarter activity involving the IAG Committee on Intergovernmental Personnel Programs. The Presidential Management Intern Program (PMIP) has had several contacts with the ad hoc advisory committee of the full IAG committee to gain input in the development of the PMIP process. In a few cases these coordinators and IPP committee members are the same person.

Meetings with the IPP committee which had been targeted for the first quarter will be rescheduled and held later in the fiscal year.

-- IAG Committee on Job Evaluation

The following meetings were conducted during this period:

November 28, 1977 - At this meeting the major discussion centered around the establishment of priorities for standards studies. Agencies were encouraged to participate by indicating their priorities on 45 proposed standards projects. This further involvement of the IAG Committee will be of mutual benefit to the agencies and the Commission in better assuring the identification of those standards which are most in need of updating or revision.

January 17, 1978 - The focus of this meeting was a discussion of recent developments under the Freedom of Information Act. The discussion elicited various reactions from Committee members regarding the implications of the Attorney General's guidelines on the release of information as they might relate to the standards development program. Possible implications and agency viewpoints were scheduled for further discussion at a later meeting. Another important item discussed was the International Civil Service Commission's plan to conduct a "pay comparability" survey of selected Federal agency positions with certain UN positions. A special meeting, as discussed below, was called for those selected agencies that will participate in the survey.

February 14, 1978 - This was the special meeting referred to above. The meeting was attended by Messrs. Roger Barnes, Executive Director, and Terry Slatter, Classification Section Chief, International Civil Service Commission and 13 agency representatives who will participate in the survey of approximately 20 occupations. Plans were outlined for the survey which will involve reviews of agency positions by members of the ICSC. A significant portion of the UN payroll is contributed by the American taxpayer; this study is expected to help insure fair UN pay, thus keeping our UN contributions to an effective minimum.

March 24, 1978 - Discussion at this meeting centered further on release of information under the Freedom of Information Act and on the organization and activities of the Job Evaluation Committee. On the latter topic, a number of suggestions were received on the type of activities which the Committee members perceive as being most beneficial. A suggestion was also received for holding an annual "retreat" with joint participation of Chiefs of Classification and Chiefs of Compensation. These and other suggestions will be considered for possible implementation in the year ahead.

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-- IAG Committee on Labor-Management Relations

This Committee reports its goals and objectives are met through the treatment of specific issues and concerns as they arise. This has been accomplished at regular monthly meetings, as well as in-depth review of certain matters by ad hoc subgroups. During the last two quarters the monthly meetings have treated a wide array of topical matters; subgroups have discussed midterm bargaining and negotiation problems during reorganization.

-- Legislative Advisory Committee

In line with previously stated goals, the Legislative Advisory Committee's sessions in the first two quarters of FY-78 have continued to focus on the need to keep the IAG informed about legislative and policy matters in Federal personnel management. The first meeting, held on December 5, 1977, served the dual purpose of acquainting the membership with the new chairman and discussing with him the range of personnel management issues currently before Congress. The second meeting, scheduled February 10, 1978, briefed the membership on highlights of the President's Reorganization Plan and the Commission's legislative reform proposal. Of particular interest was the membership's reaction to the range of issues presented in the Reorganization Plan and reform legislation proposal.

-- IAG Committee on Pay, Leave, and Hours of Duty

A meeting of the full IAG Committee on Pay, Leave, and Hours of Duty was held on November 21, 1978. The purpose of the meeting was an exchange of ideas regarding new proposals and problem areas of mutual concern. Subjects discussed were: Premium Pay Review, Status of Legislative Initiatives, Exemption Issues, Hours of Work and Overtime Pay and other FLSA issues.

-- IAG Committee on Personnel Research

Early in FY-78 a subcommittee of the IAG Personnel Research Committee composed of five agency psychologists was formed to expedite the committee's preparation of comments on the October 18, 1977 Draft Guidelines on Employee Selection Procedures. The subcommittee held three meetings and prepared a document which was sent to the Policy Analysis and Development Division of the Bureau of Policies and Standards for inclusion in the package of CSC comments.

One meeting of the full committee has been held thus far during FY-78. Members were informed of the current status of the draft uniform guidelines and key aspects of the guidelines were contrasted with parallel provisions of the Federal Executive Agency Guidelines. Copies of guidelines comments written by the ad hoc subcommittee of the Personnel Research Committee described above were distributed. In addition, a promotion appraisal research proposal was presented and members were asked for expressions of interest in taking part in its implementation. As a result an agreement has been reached for a demonstration project to be carried out by Personnel Research and Development Center (PRLDC) at the Securities and Exchange Commission.

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IAG Committee on Retirement, Insurance and Occupational Health

This Committee reports its activities have been rather limited this fiscal year for the following reasons:

- Limited amount of legislation enacted in the area of employee benefits. Congress appears to be reluctant to liberalize benefits primarily because of adverse public reaction toward the cost of benefits for Federal employees. Since a prime objective of the Committee was to devote attention to the effects of enacted legislation, there has been little need to convene meetings for this purpose.
- The ongoing reorganization of the Bureau of Retirement, Insurance and Occupational Health has created a number of changes in the Bureau's staff as well as its structure. Responsibility for liaison with the Committee is in the process of being shifted from the recently abolished Benefit Program Service Office to the Office of Policy Development and Technical Services.

During the second quarter, the 1978 report Trends in Public and Private Employee Benefits was sent to all members of the full IAG.

BRIOH is currently planning in connection with the changes in its Bureau staff and structure discussed above to review the role of the Committee with the thought that it might be restructured (perhaps with a new membership) so that it could be more responsive to the needs of BRIOH in obtaining prompt and accurate submission of needed agency records and solving agency employee/prospective annuitant problems. Up to now the Committee has served primarily as an information conduit--with little attention to solving pressing mutual day-to-day problems between BRIOH and the agencies.

IAG Committee on Staffing

The Staffing Committee reports the following progress on its FY-78 goals:

- Complete the single action item from the 1977 Staffing Conference: CSC should develop and publish procedures for requesting certificates of eligibles and objecting to eligibles such as those published in March 1977, in WAO Bulletin 158 and 159.

This action item was completed by issuance of CSC Bulletins 332-44 dated April 22, 1977 and 332-45 dated June 16, 1977.
- Communicate and consult with Committee membership, as needed, using mail-outs, ad hoc groups, selected representatives, etc.

The Subcommittee on College Relations and Recruitment (of the IAG Staffing Committee) was reactivated and met on February 10, 1978. A second meeting of the 38 members was scheduled for April 14, 1978. Other communications included mail-outs, ad hoc group meetings, and telephonic conversations. Consultation with Staffing Committee members is expected to increase significantly during the second half of this fiscal year.

- Hold at least quarterly meetings.

Quarterly meetings took place with the latest meeting on March 3, 1978, including Chairman Campbell who spoke about cooperative education programs.

- Consider and act upon, as appropriate, action items pertaining to or assigned to the Staffing Committee from the Personnel Directors' Conference, Chairman's meetings with Under Secretaries, or others.

No action items have developed as yet but these normally occur during the third and fourth quarters.

-- IAG Committee on Security and Suitability

This Committee reports since the beginning of the fiscal year it has met once, on November 1, 1977. At that time discussions led to clarification of CSC coverage regarding military records, the new standard for adjudication of cases involving drug use, forms usage and retention growing out of CSC investigations and elimination of the loyalty questions on security questionnaires.

FY 1978 objectives are being worked on in all areas. The NACI center at Boyers, Pennsylvania, is improving in service. CSC is involved in a highly successful training program for suitability rating examiners. The Committee reports by the end of the fiscal year 180 persons will have completed the training program.

A meeting is planned for the summer to continue work on the objectives for the fiscal year. At that meeting the Bureau (BPI) will surface the problems at their NACI center where they feel agencies can assist them.

-- IAG Committee on Personnel Management Evaluation

The Committee chairman reports that work toward the FY-78 objectives of the PME Committee is complete or nearly so in several cases, and underway for others.

Task Force on Productivity Measures for Operating Personnel Offices

The operational tests for the personnel office productivity measurement system have been completed. The data is presently being analyzed and will be reported on during the 4th Quarter of FY 1978. Of the original 33 personnel offices participating, 30 personnel offices completed the tests.

1% Sample Study of Classification Accuracy

The report of the results of the study is being written; it is scheduled for release in May. Plans for the second phase of the study have not yet been set.

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Revision of FPM Chapter 511

A draft revised FPM Chapter 511 has been prepared, and BPME may soon be asking affected CSC central office staffs and regions for comments on it. Comments from a few agencies will be solicited at a later date.

Special Emphasis Program

The Committee chairman and staff have consulted with steering committee members on evaluation of the special emphasis program, and discussed SEP with the full Committee on May 3rd. The chairman reports they may be establishing a committee to develop methods for evaluating SEP activities.

Evaluator Training

Curriculum development for two new courses in personnel management evaluation has begun; one on evaluation survey management and a second on quantitative methods in personnel management evaluation.

The Evaluation Survey Management course will address the team leader's responsibility for planning, supervising and managing personnel management evaluations. The Quantitative Methods course will be concerned with collecting and interpreting numerical data for pre-survey information analysis, problem identification and description, and cause/effect analysis. Both of these courses should be available this fall.

Expanded Interchange of Evaluation Program Information

The Committee chairman and staff have drafted a proposal for a regular column in the Civil Service Journal, including a list of possible topics, and are looking into the more promising ones for use as possible articles.